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8 December 1953

PROPOSED POLICY ON ROTATION

Rotation of personnel within or between major components of the Agency is governed by recommendations of Career Service Boards on the basis of career planning for individuals. A Career Service Board is responsible for reviewing and periodically revising the Career Development Plan for each Career Employee coming within its cognizance. The Plan forecasts the assignments for the individual over a period of years. These assignments are calculated, (a) to place the individual in those assignments most beneficial for the Agency, and (b) to improve progressively the professional ability of the individual so as ultimately to increase his or her value to the Agency.

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PROPOSED POLICY ON PROMOTION

1. A single Agency-wide policy will govern all promotions.

This policy and the major aspects of its implementation is as follows: Promotions are based solely on merit, - on demonstrated ability to perform a higher job over a reasonable period of time. All promotions are competitive. Promotion boards for the five major components will meet twice annually. At these times those persons eligible and nominated by their supervisors would be considered by the Boards on a comparative basis for the promotions available. Promotions would not be considered between Board meetings except by direction of the Director. Final promotion authority will reside with the Director for promotions to grade 16 through 18, with the three Deputy Directors, the Assistant Director for Communications and the Director of Training for promotions to grade 15, and with the Assistant Directors and Senior Staff Chiefs for promotions to grades 2 through 14.

2. Quotas for promotions will be allotted annually to the appropriate approving authorities by the Personnel Director as approved by the Director.

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PROPOSED POLICY ON RIGHTS, BENEFITS, AND OBLIGATIONS

1. The rights and benefits accruing to members of the CIA Career Service include:

- a. The opportunity to establish a career in a field of vital importance to the National Security. This affords to each Career Employee the personal satisfaction of contributing to that effort.
- b. The opportunity to associate with a highly selected group of persons who are making intelligence their life's work.
- c. The opportunity, when determined necessary in the needs of the service, to perform duties in foreign lands.

2. Specific benefits accruing to members of the CIA Career Service are as follows:

a. Only Career Employees normally will be afforded the opportunity of assignment or detail for training to other government or private institutions with tuition and related expenses provided by CIA.

b. Leave in accordance with normal Government practices. In addition, employees abroad may be brought home to their places of residence for leave at Government expense at the completion of their current tour of duty. (CIA plans to request the Congress for the right for its employees to accrue specifically home leave while abroad.)

c. Retirement in accordance with normal Government practices. (CIA plans to request the Congress for a modification of existing legislation to permit more liberal retirement standards and schedules.)

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d. Death and disability benefits in accordance with normal Government practices. In addition, for those people stationed abroad, medical care and hospitalization is provided on a more liberal basis than in other civilian Government agencies generally. This more liberal policy is similar to that of the State Department.

e. Eligibility to secure hospitalization under either of two plans, Group Hospitalization, Inc., or Mutual Benefit of Omaha.

f. Eligibility to secure term insurance through War Agencies Employees' Protective Association.

g. While serving abroad, a member of the Career Service is entitled to receive appropriate post differential, cost of living allowance, and quarters allowance in accordance with normal Government practices.

3. A member of the Career Service can expect a career in the Agency including equitable consideration for advancement in responsibility and grade in accordance with his demonstrated capabilities. A Career Employee is afforded the opportunity of participating in the formulation of his Career Development Plan which aims at making him more useful to the Agency and at the same time offers him the opportunity of advancing in responsibility and grade. Career Employees are afforded preferential consideration over other categories of employees in connection with assignments to key jobs, rotation, training, and, of course, in the vital matter of reduction-in-force procedures, should the latter ever become necessary.

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4. A member of the Career Service may expect equitable procedures to be applied in the event it is necessary to consider him for separation from the Career Service. He has the right to appeal such a determination through appropriate channels and have his appeal finally heard by the Director.

5. Certain of the principal obligations assumed by CIA Career Employees include:

a. A Career Employee accepts the obligation to serve anywhere and at any time and for any kind of duty as determined by the needs of CIA. This policy will be applied with full consideration to each individual's capabilities, interests, and personal circumstances.

b. It is the obligation of each Career Employee to apply himself to his daily tasks with his full capabilities.

c. By the very nature of the mission of the Agency, Career Employees must assume a degree of anonymity which is not normally found elsewhere in Government. There will be additional security restrictions on personal lives of Career Employees which will vary in many individual cases according to circumstance.

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PROPOSED POLICY ON DEVELOPMENT

1. It is the objective of the Agency to develop fully the capabilities of each member of the CIA Career Service in accordance with the requirements of the Agency. In addition to the development which takes place through supervised work experience, actions are taken to broaden a Career Employee's experience by assigning him (a) to various duties within his specialty or group of specialties, (b) to courses of instruction and to specialized training to supplement his experience and prepare him for new duties and increased responsibility, and, (c) to duties of progressively greater responsibility as he demonstrates the capacity to assume them.

2. These actions are accomplished for each Career Employee according to a plan designed to guide the long-range development of his abilities and interests in relation to Agency requirements. The initial Career Development Plan of a Career Employee is the responsibility of his supervisor who develops it in consideration of the results of evaluations accomplished prior to the individual's entrance into the Career Service. Subsequent to his full membership in the Career Service, his Career Development Plan will be reviewed annually by his Career Service Board and will be recorded in his official Personnel Folder. The Career Employee will have full knowledge of the plan and will participate in its formulation.

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